



STANDARDS OF APPRENTICESHIP

adopted by

CITY OF TACOMA - PUBLIC WORKS TRAFFIC ENGINEERING APPRENTICESHIP COMMITTEE

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
SIGNAL - LIGHTING ELECTRICIAN		824.261-010	7000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

JANUARY 15, 1987
Initial Approval

APRIL 22, 2005
Committee Amended

JULY 20, 2001
Standards Amended (review)

APRIL 22, 2005
Standards Amended (administrative)

By: LAWRENCE CROW
Chair of Council

By: PATRICK WOODS
Secretary of Council

CITY OF TACOMA - PUBLIC WORKS TRAFFIC ENGINEERING
APPRENTICESHIP COMMITTEE

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

The following Standards for the development of apprentices have been prepared by the Joint Apprenticeship and Training Committee in accordance with the provisions of the Collective Bargaining Agreement, and in cooperation with the Washington State Apprenticeship and Training Council.

Pre-journey level training shall consist of extensive detailed instruction and experience as required to assure adequate training in developing a skilled, competent journey worker.

Individuals selected for this training should possess both a high mechanical and technical aptitude, a natural ability in the use of tools and a willingness to keep abreast in the industry.

Journey level assignments are highly complex and place a high degree of personal responsibility on the individual in making decisions regarding proper working procedures and compliance with all safety regulations.

CITY OF TACOMA - PUBLIC WORKS TRAFFIC ENGINEERING
APPRENTICESHIP COMMITTEE

The Joint Apprenticeship and Training Committee, representing parties of the Collective Bargaining Agreement between the Department of Public Works, Traffic Engineering Division, and the International Brotherhood of Electrical Workers, Local Union No. 483, is dedicated to the preparation and application of this efficient and detailed journey level training program which will assure the development of experience and reliable workers.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

All areas of the City of Tacoma, Department of Public Works in the State of Washington with operating headquarters in Tacoma, Washington.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **Must be at least 18 years of age.**

Education: **Meet the requirements set forth in the examination announcement issued by the City of Tacoma.**

Physical: **Meet the requirements set forth in the examination announcement issued by the City of Tacoma.**

Testing: **Meet the requirements set forth in the examination announcement issued by the City of Tacoma.**

Other: **N/A**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

CITY OF TACOMA - PUBLIC WORKS TRAFFIC ENGINEERING
APPRENTICESHIP COMMITTEE

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

All persons under the jurisdiction of the Apprenticeship Committee will have equal opportunity to participate in the apprenticeship program. Management will assist the Apprenticeship Committee in determining the needs for the apprentices in the future.

The selection of apprentices from the Civil Service eligible list will be based on the following:

- 1. Education/Experience**
- 2. Available openings**
- 3. Tests**
- 4. Reference checks**
- 5. Physical examinations**
- 6. Physical ability assessment**

Apprentices will be hired from a Civil Service eligible list and their probation shall be for a nine-month period as an apprentice. Announcement, application, and placement testing for the Civil Service list will be administered through the City of Tacoma Human Resources Department.

Applicants accepted into the program as apprentices will be required to attend all schools and training necessary to complete the Joint Apprenticeship Training Program and certified by the Joint Apprenticeship and Training Committee.

B. Equal Employment Opportunity Plan:

Conduct of program under Washington Equal Employment Opportunity Plan exempt by reason of selection through Civil Service Rules and the City of Tacoma, Affirmative Action Plan Registration #53.053.8200.

Discrimination Complaints.

CITY OF TACOMA - PUBLIC WORKS TRAFFIC ENGINEERING
APPRENTICESHIP COMMITTEE

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The term of apprenticeship shall not be less than 7,000 hours of reasonably continuous employment involving on the job training.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

All apprentices employed in accordance with these Standards shall be subject to a probationary period of the first 1,500 hours of employment after being accepted for enrollment in the training program.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job

CITY OF TACOMA - PUBLIC WORKS TRAFFIC ENGINEERING
APPRENTICESHIP COMMITTEE

who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

There shall not be more than one (1) apprentice for each one (1) journey person employed by the City of Tacoma - Traffic Signal/Street lighting Department.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	78.0%
2	1001 - 2000 hours	80.0%
3	2001 - 3000 hours	82.5%
4	3001 - 4000 hours	85.0%
5	4001 - 5000 hours	87.5%
6	5001 - 6000 hours	90.0%
7	6001 - 7000 hours	92.5%

CITY OF TACOMA - PUBLIC WORKS TRAFFIC ENGINEERING
APPRENTICESHIP COMMITTEE

VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

A. Signal Lighting Electrician: Approximate Hours

In order that the apprentice may acquire the necessary skills of the trade in its various categories employment shall (as near as possible) be provided in the following categories and amounts:

- 1. SAFETY250 hours**
 - a. First Aid**
 - b. Flagging**
 - c. Coning**
 - d. Use and care of rubber goods**
 - e. Equipment operation**
 - f. OSHA/WISHA Standards**

- 2. STREET LIGHTING1400 hours**
 - a. Print reading**
 - b. Lighting hardware**
 - c. Services**
 - d. Controls**
 - e. Transformers**
 - f. Pole foundations**
 - g. Relamping**
 - h. Trouble-shooting**
 - i. Luminaire testing and repair**
 - j. NEMA Standards**
 - k. Luminaire installations**
 - l. Record keeping**

- 3. TRAFFIC SIGNAL1400 hours**
 - a. Print reading**
 - b. Basic signal systems**
 - c. Signal hardware**
 - d. Relamping**
 - e. Fixed time controllers**
 - f. Actuated controllers**
 - g. Auxiliary control equipment**

CITY OF TACOMA - PUBLIC WORKS TRAFFIC ENGINEERING
APPRENTICESHIP COMMITTEE

- h. Services
 - i. Detection systems
 - j. Mechanical and solid-state relays
 - k. Interconnect systems
 - l. Master controllers
 - m. Pre-empt systems
 - n. Solid-state logic circuits
 - o. Span wire installations
 - p. Mast arm installations
 - q. MUTCD Standards
 - r. NEMA Standards
 - s. Pole foundations
 - t. Record keeping
4. LINE WORK.....650 hours
- a. Pole climbing
 - b. Pole setting
 - c. Guying
 - d. Arming and framing
 - e. Rigging
 - f. Line hardware
 - g. Tree trimming
 - h. Primaries
 - i. Secondaries
5. CABLE AND WIRE650 hours
- a. Underground cable pulling
 - b. Overhead wire pulling
 - c. Wire and cable splicing
 - d. Underground cable locating
6. CONDUIT.....650 hours
- a. Rigid Bending
 - b. PVC Bending
 - c. EMT Bending
 - d. Pole Risers
 - e. Underground Installations
 - f. Building Installations
7. METERS AND TEST EQUIPMENT200 hours
- a. Megger
 - b. VOM
 - c. Inductance Meter
 - d. Frequency Meter
 - e. Printer
 - f. Light Meter

CITY OF TACOMA - PUBLIC WORKS TRAFFIC ENGINEERING
APPRENTICESHIP COMMITTEE

- g. Computer (signal programming)
- h. PROM Programmer

8. EQUIPMENT1100 hours

- a. Trencher
- b. Boom truck
- c. Manlift
- d. Welder
- e. Fork lift
- f. Shop equipment

9. MISCELLANEOUS700 hours

- a. Tools and equipment
- b. Use of two-way radios
- c. Housekeeping

TOTAL HOURS: 7000

CITY OF TACOMA - PUBLIC WORKS TRAFFIC ENGINEERING
APPRENTICESHIP COMMITTEE

IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- (X) Supervised field trips
- (X) Approved training seminars
- (X) A combination of home study and approved correspondence courses
- (X) State Community/Technical college
- () Private Technical/Vocational college
- () Training trust
- (X) Other (specify): **IMSA-Certification Review and Examination Levels I & II**

144 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

A. Signal lighting electrician apprentices must complete the following courses:

CITY OF TACOMA - PUBLIC WORKS TRAFFIC ENGINEERING
APPRENTICESHIP COMMITTEE

1. **Line Apprentice Course, First Year**
 2. **Line Apprentice Course, Second year**
 3. **Traffic Signal/Street Light Course**
 4. **I.M.S.A. Work Zone Safety and Traffic Signal Level I and II Certification Courses.**
- B. All related/supplemental instruction courses shall be designed by the Apprenticeship Committee. The Apprenticeship Committee shall recommend competent instructors whose knowledge, experience, and ability to teach shall be carefully examined.**
- C. The qualifications for an instructor shall be in accordance with the Washington State Plan for Vocational Education for Trade and Industrial Instructors. When possible, the instructors shall take such teacher training courses as are available.**
- D. The Committee shall secure such course material and equipment as may be necessary.**
- E. The instructors shall give periodic examinations and report the results to the Committee so that the apprentice's progress may be checked and corrective measures applied where necessary.**
- F. Each apprentice will receive safety training on the job and in the classroom to ensure a safe worker in all respects.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or

CITY OF TACOMA - PUBLIC WORKS TRAFFIC ENGINEERING
APPRENTICESHIP COMMITTEE

take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

1. **Apprentices shall agree to attend school classes where available as designated by the Apprenticeship Committee. Classes will be in session during the normal school year. Regular attendance at night school should be considered equally as important as regular attendance on the job. This related instruction is also a requirement of the Washington State Apprenticeship Act.**
2. **The apprentice must immediately notify, the instructor of any intended absences from school classes, stating the date and reason for absence. Failure to do so will mean absence is unexcused. Sickness will be considered an acceptable excuse from school when the apprentice misses time from work. The Apprenticeship Committee, at their discretion, will examine the absence excuse and determine if the excuse is satisfactory. Unexcused absences shall be adequate reason for the apprentice to be called before the Apprenticeship Committee for disciplinary action.**
3. **Absences during vacations shall be excused if the Committee and instructors of night classes are notified at least two (2) weeks in advance.**
4. **Failure to receive passing grades could mean automatic cancellation of the apprentice from the program.**
5. **Any time that the apprentice believes there is a complaint concerning any phase of the training, the complaint shall be submitted in writing to the Apprenticeship Committee fifteen (15) days prior to the next regular meeting.**
6. **All requests to the Apprenticeship Committee shall be presented at least ten (10) days in advance of the next Apprenticeship Committee meeting.**
7. **The Training Coordinator will maintain records of all apprentices in the training programs. All school records (test grades, time in step, attendance in school, completion dates of courses and seniority) will be recorded for each apprentice. The Training Coordinator will complete this data and present the information to the Committee at all meetings called to consider advancements.**

CITY OF TACOMA - PUBLIC WORKS TRAFFIC ENGINEERING
APPRENTICESHIP COMMITTEE

- 8. All apprentices have to be certified by the Joint Apprenticeship and Training Committee to have completed the training program.**
- 9. The Apprenticeship Committee solicits and will appreciate any constructive criticism which will further this program.**
- 10. Cheating, copying, and such during the testing procedure may be cause for disciplinary action.**
- 11. The labor consultant shall be the Business Manager of I.B.E.W. Local No. 483.**
- 12. Apprentices will be required to conform to all Washington State Safety Rules and departmental safety rules.**
- 13. Apprentices will be required to attend a basic first aid course recognized by the Division of Industrial Safety and Health, Department of Labor and Industries, before completing their training.**

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

CITY OF TACOMA - PUBLIC WORKS TRAFFIC ENGINEERING
APPRENTICESHIP COMMITTEE

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members.

CITY OF TACOMA - PUBLIC WORKS TRAFFIC ENGINEERING
APPRENTICESHIP COMMITTEE

Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
 - Authorization of Signature - as necessary
 - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction

CITY OF TACOMA - PUBLIC WORKS TRAFFIC ENGINEERING
APPRENTICESHIP COMMITTEE

- Section XI: Committee - Responsibilities and Composition (including opening statements)
- Section XII: Subcommittees
- Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing

CITY OF TACOMA - PUBLIC WORKS TRAFFIC ENGINEERING
APPRENTICESHIP COMMITTEE

to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.

6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

CITY OF TACOMA - PUBLIC WORKS TRAFFIC ENGINEERING
APPRENTICESHIP COMMITTEE

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **All Committee members must be present to constitute a quorum.**

Program type administered by the committee: **INDIVIDUAL JOINT**

The Apprenticeship Committee shall be composed of two (2) representatives from City service and two representatives from the labor organization with apprentice crafts.

The employer representatives shall be:

**Chris Larson, Secretary
747 Market Street - Rm 520
Tacoma, WA 98402-3769**

**Mark Jones
747 Market Street - Rm 520
Tacoma, WA 98402-3769**

The employee representatives shall be:

**Mary Prochaska, Chairman
747 Market Street - Rm 520
Tacoma, WA 98402-3769**

**John Rader
747 Market Street - Rm 520
Tacoma, WA 98402-3769**

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Jim Dimond, Coordinator
747 Market Street, Room 520
Tacoma, WA 98402**